FINDLAY CITY AUDITOR

INSTRUCTIONAL GUIDE

ACCESSING MUNIS EMPLOYEE SELF SERVICE

To access the City of Findlay MUNIS ESS site visit:

https://findlayohio.munisselfservice.com/

OR

Visit the City of Findlay Auditor's website at:

http://www.findlayohio.com/government/elected-officials/city-auditor/

Click the link **Employee Self Service**

The **City of Findlay MUNIS Employee Self Service** page will appear.

LOGGING IN TO MUNIS SELF SERVICE

1. Click the **Log In** link located on the top right-hand side of the screen.
2. Enter your First Initial, Last Name and the last four digits of your SSN with no spaces as your User Name.
3. First time users will enter the **last 4 digits of your Social Security Number** as the default password. Otherwise, returning users, enter your password.
4. Click **Log In**. First time users will be prompted to change their password (Password requirements are listed on the screen).
5. If your password is acceptable, the Password Strength will change to *Acceptable* and the font will turn green.
6. Verify your password: Re-enter the password you just entered.
7. Enter a New Password Hint: The hint will be e-mailed to you upon your request should you lose or forget your password.
8. Click **Update**.

Note: *After the 10th failed attempt to log in, you will be locked out of the site. You must contact the Auditor's Office to have your password reset.*

MUNIS EMPLOYEE SELF SERVICE MAIN PAGE

Once you log in, the MUNIS Employee Self Service Main Page appears. Your name and a "Resources" link will appear in the upper right-hand corner of the screen and various informational page links will be on the left-hand side.

Identifying Parts of the Self Service Main Page

Announcements - City-wide messages for all COF ESS users to view. These are set by the ESS Administrator. At the beginning of this message you will be able to see the date that the information in ESS was updated. Completion of the ESS update does not necessarily reflect the completion of the entire payroll process.

Department Information – This will only appear when a specific message is to be delivered to your department.

Personal Information - Displays employee's information such as home address, phone number, and e-mail.

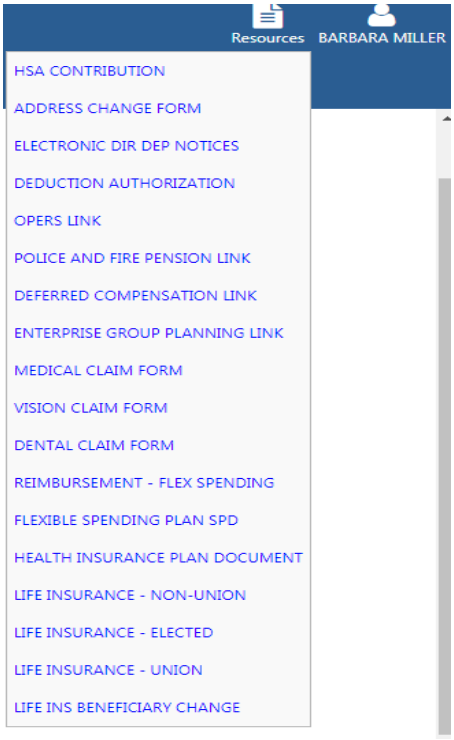
Time off - Shows a graph of personal leave types specific to each individual employee, including the amount currently available and earned year to date. The earned column adds your balance at the beginning of the year with what you have earned year to date.

Clicking on "Show time off taken" will populate the calendar with the months in which time off was taken. Clicking on the colored boxes will display more detail of the time off taken. These details will appear on the right-hand side of the screen.

Paychecks – Click "Show paycheck amounts" on the right-hand side of the screen to show your last paycheck's net pay and year to date amounts where the boxes are currently blank.

Click the "Details" link next to the previous paychecks to view more detailed information in regards to each pay period.

The Tools listed will be discussed later in these instructions



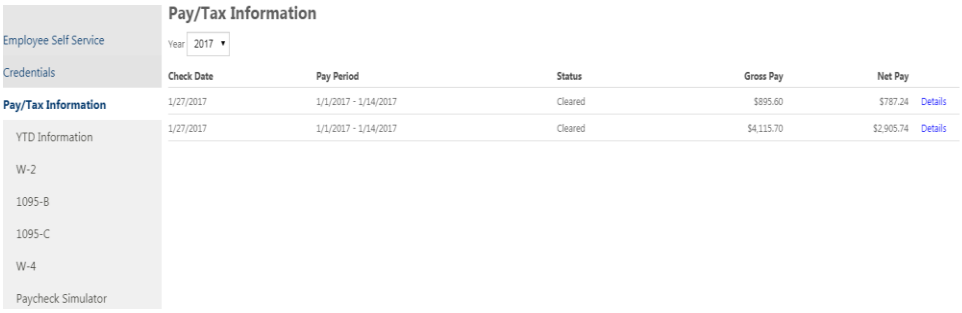
Resources - The Resources tab in the upper right-hand corner will provide employees with forms that can be printed, completed, and returned to the Auditor's Office. It will also provide links that will take you directly to the associated websites (ex: clicking on the **OPERS link** will open the OPERS website in another internet window).

PAY/TAX INFORMATION PAGE

The Pay/Tax Information option allows you to view and print paycheck information, view and print year-to-date gross earnings, view and print W-2 information, view and print your 1095-C, view and print current W-4 withholding information, and offers a Paycheck Simulator utility.

These can only be printed by either right clicking on the screen and selecting the “print” option, or by using the print screen option on the keyboard and transferring it to a word document that can be printed. (These options are available with any of the screens accessed within ESS).

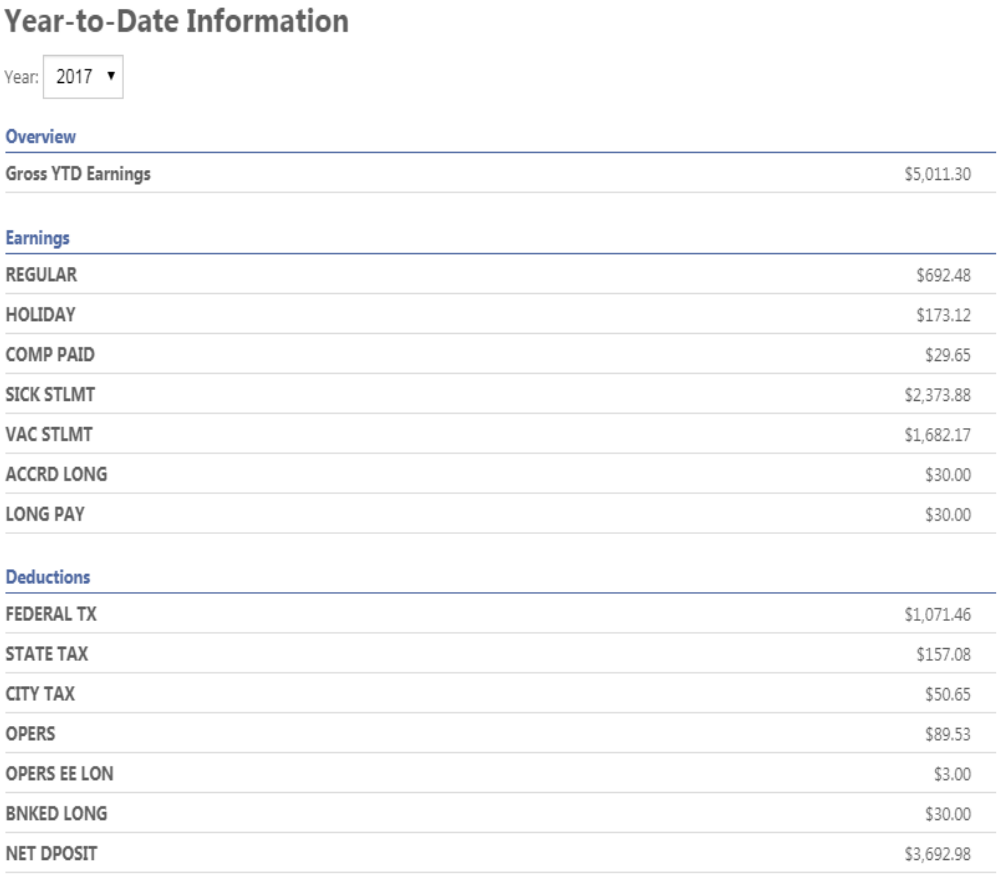
Click **Pay/Tax Information** from the list on the left to view pay history. The first year for which this information is available is 2014. The year being viewed can be changed using the drop down arrow next to the “Year” option.



Click the “Details” link on the right-hand side of each pay period to view paycheck stub details from the selected pay period.

This information cannot be modified. Please contact the Auditor’s Office for questions or issues regarding your paycheck information.

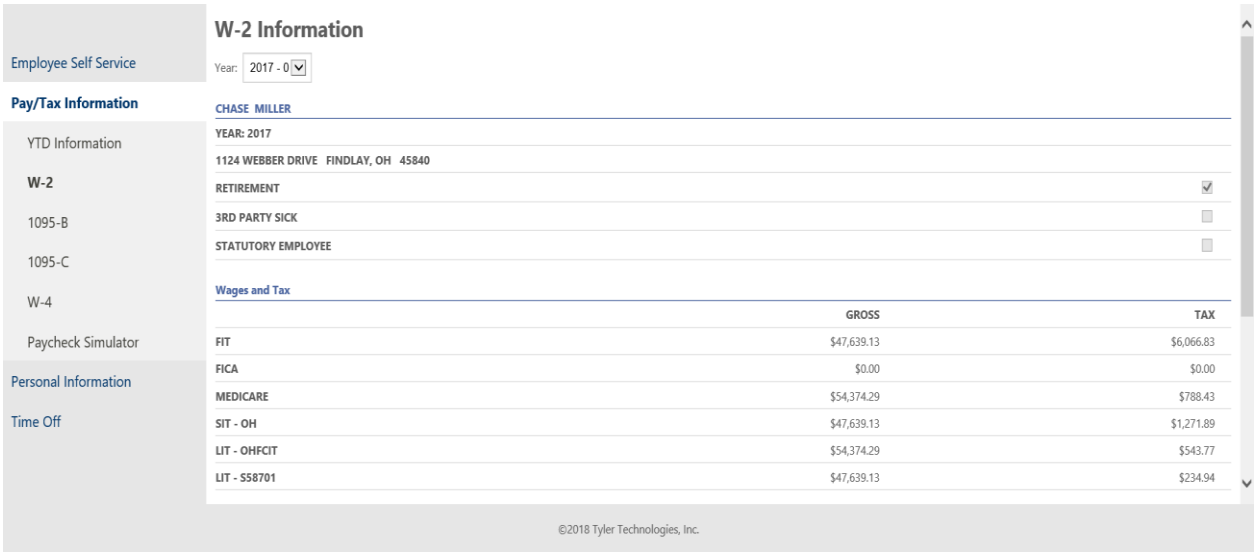
Click the **YTD Information** subsection of Pay/Tax Information for a cumulative view of payroll information for a given year. Click the drop down arrow in the “year” field at the top of the screen to select information from prior years.



This information is available beginning with the year of 2014.

Click the **W-2** subsection of Pay/Tax Information to view Federal and State taxes and withholdings for a given year.

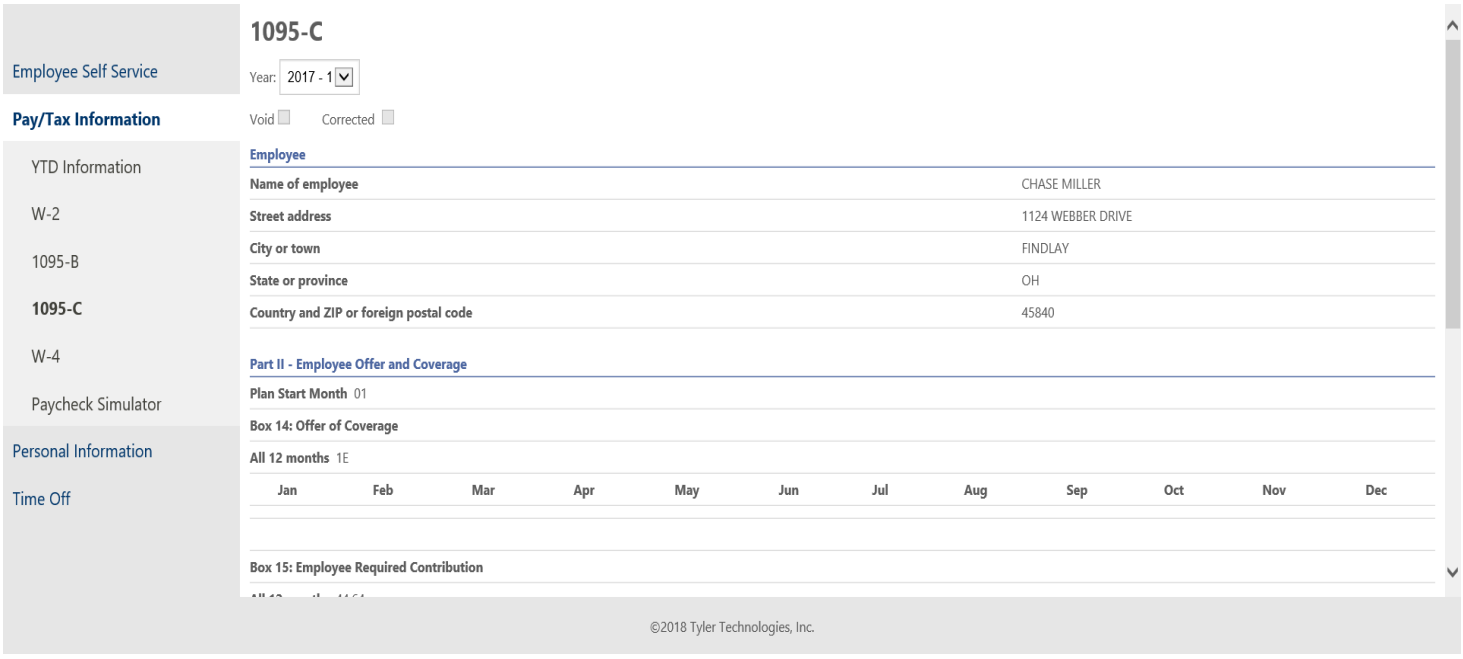
Click the drop down arrow in the “year” field at the top of the screen to select information from prior years back to 2007.



The **1094–B** Subsection is empty. The City is not required to issue these notices to employees

Click the **1095-C** Subsection of the Pay/Tax Information to view the form which employees receive annually indicating their insurance status for the previous year. Click the drop down arrow in the “year” field at the top of the screen to select information from prior years. These forms are available beginning in 2015.

This page is informational only and cannot be modified.



Click the **W-4** subsection of Pay/Tax Information to view information regarding current tax withholding status for Federal and state taxes.

You can change your W-4 by clicking "Edit" at the bottom of the page. The window will expand. After making your changes click "Submit". The system will notify you that the W-4 is awaiting approval. Once it is approved, that status will disappear.

Click the **Paycheck Simulator** subsection of Pay/Tax Information to enter pay, tax, and deductions to see what your paycheck might look like if you change tax withholdings or the amount of a deduction.

The pay cycle refers to the scheduling of specific deductions. Cycle 1 is the first payday of the month, Cycle 2 is the last payday of the month and Cycle 3 refers to the payday in the middle of the month during a month with 3 paydays and it also refers to special paydays, such as longevity, etc. The City does not use pay cycles 4 and 5. Click the drop down arrow to switch between pay cycles.

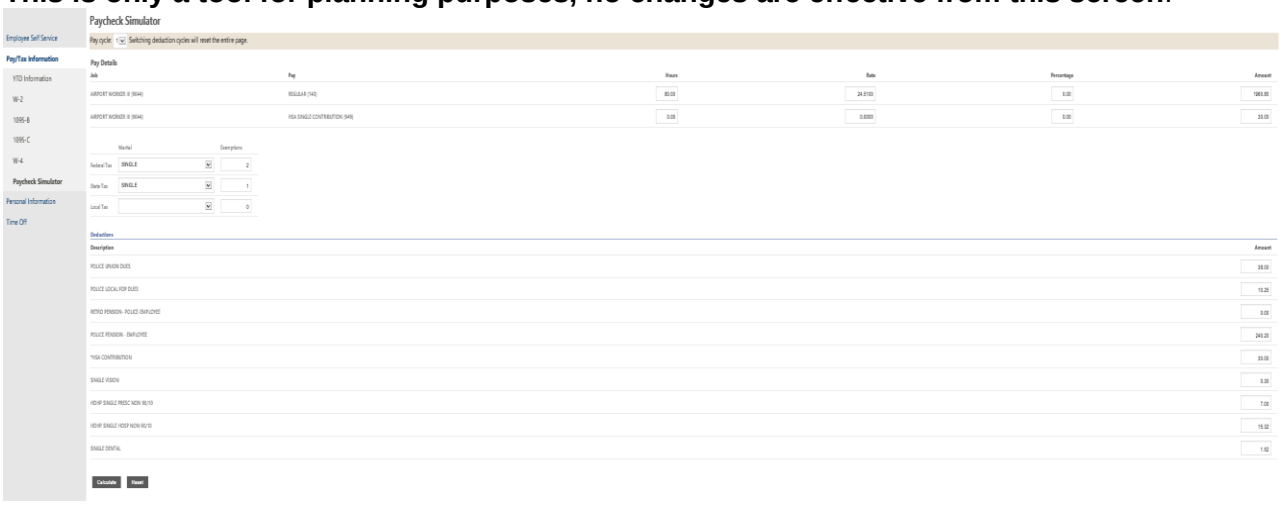
The numbers following the Job description and Pay description are **NOT** reflective of pay ranges. These numbers are codes used in the payroll software.

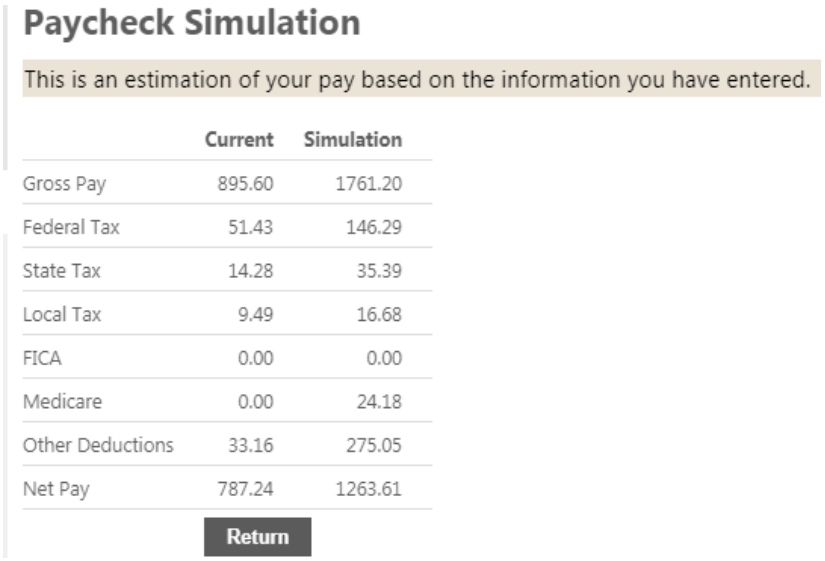
All boxes on this screen can be modified to view potential changes that may occur if you changed your withholding or deductions. When removing a deduction, a "0.00" must be put in the Amount, it **cannot** be left empty.

Click **Calculate** to see the results of your entered values. This will cause a new screen to open comparing your current information with the information entered into the simulator.

Net pay is the final direct deposit (100% of net pay). Fixed amount or percentage deposits are considered deductions and are included in the category of "Other Deductions".

This is only a tool for planning purposes, no changes are effective from this screen.





Paycheck Simulation

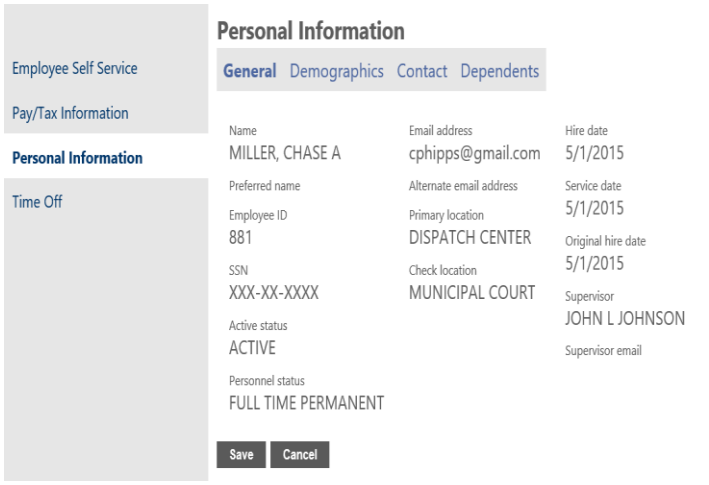
This is an estimation of your pay based on the information you have entered.

	Current	Simulation
Gross Pay	895.60	1761.20
Federal Tax	51.43	146.29
State Tax	14.28	35.39
Local Tax	9.49	16.68
FICA	0.00	0.00
Medicare	0.00	24.18
Other Deductions	33.16	275.05
Net Pay	787.24	1263.61

Return

PERSONAL INFORMATION PAGE

Click **Personal Information** from the list on the left. Personal Information includes various general information, demographics, contact information and information pertaining to dependents. The user has the ability to update SOME Personal information under the "Contact" heading by clicking the "Edit" or "Add" links. Click "save" once you have made your changes.

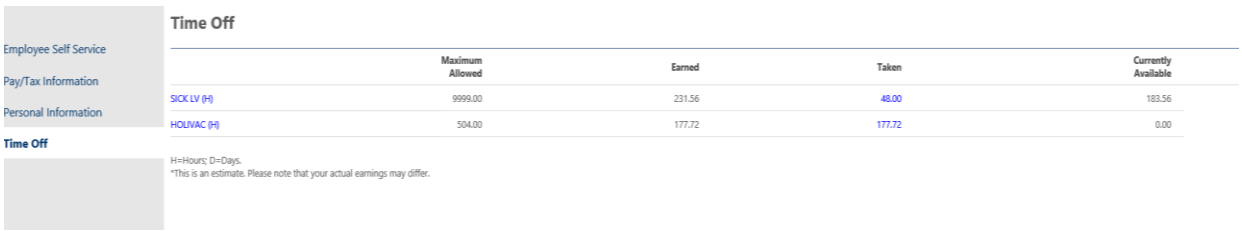


Should you find inaccurate information and do not have the ability to change it, please print the page, write the appropriate changes and submit it to the Auditor's Office. Include your printed name, employee number and signature on the page.

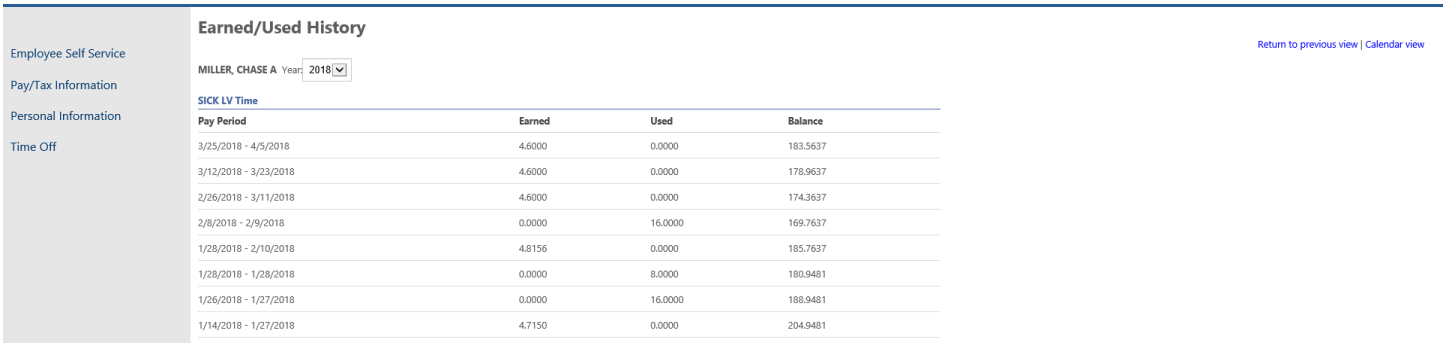
Under the dependent tab all the people covered under your City Health Insurance should be listed. It will say "Is not a student" under each person's name. Please disregard this statement.

TIME OFF PAGE

Clicking **Time Off** will display personal leave types specific to each employee. This is similar to what is shown on the Employee Self Service main page.



Clicking on the name of a specific pay type will display a new screen showing each pay period for the selected year and how much time has been earned, used, and the balance remaining.



Earned/Used History

Return to previous view | Calendar view

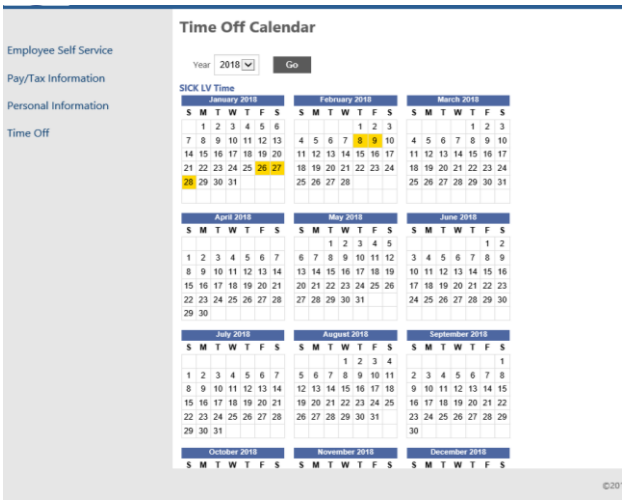
Employee Self Service
Pay/Tax Information
Personal Information
Time Off

MILLER, CHASE A Year: 2018

SICK LV Time

Pay Period	Earned	Used	Balance
3/25/2018 - 4/5/2018	4.6000	0.0000	183.5637
3/12/2018 - 3/23/2018	4.6000	0.0000	178.9637
2/26/2018 - 3/11/2018	4.6000	0.0000	174.3637
2/8/2018 - 2/9/2018	0.0000	16.0000	169.7637
1/28/2018 - 2/10/2018	4.8156	0.0000	185.7637
1/28/2018 - 1/28/2018	0.0000	8.0000	180.9481
1/26/2018 - 1/27/2018	0.0000	16.0000	188.9481
1/14/2018 - 1/27/2018	4.7150	0.0000	204.9481

Clicking on the amount highlighted in the **Taken** field of a specific pay type on the Time Off page will open a window displaying monthly calendars for the year. Areas of the calendar will appear yellow when leave time was used. Clicking on a date within the calendar will display more detailed information.



Time Off Calendar

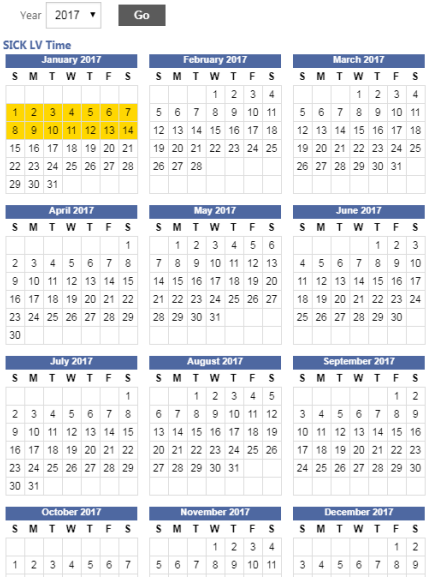
Employee Self Service
Pay/Tax Information
Personal Information
Time Off

Year 2018 Go

SICK LV Time

Sick Leave will show each day taken as sick time as reported on your time card.

All other leaves show the entire pay period that includes any single day used for that type of leave.



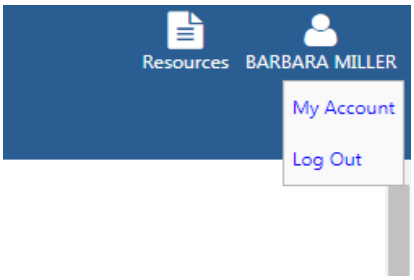
Year 2017 Go

SICK LV Time

LOGGING OUT AND CHANGING PASSWORD

Log out of the site by clicking on your name in the upper right hand corner of the screen. This will display a “log out” option to select.

To change your password, click on your name in the upper right hand corner of the screen and select the option “My Account”



The following screen will appear:

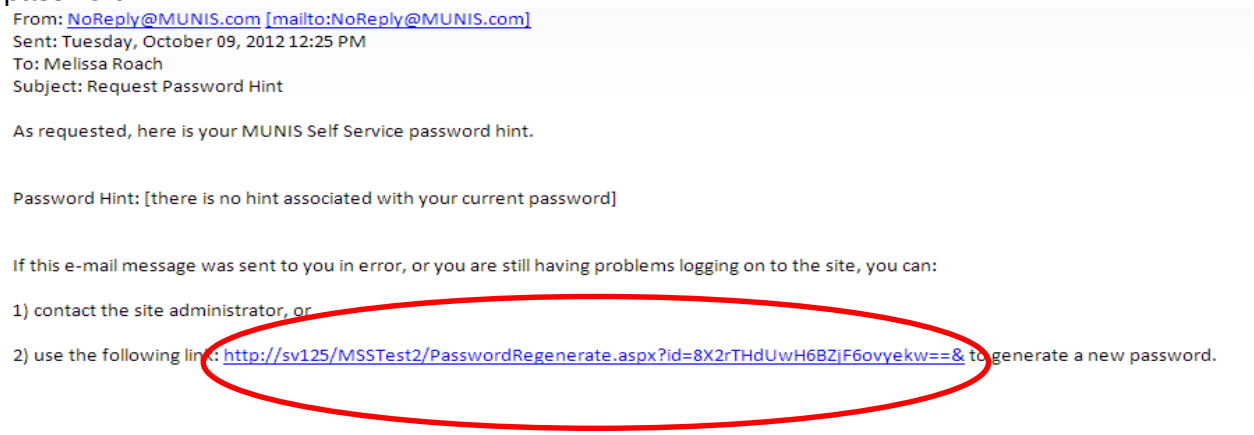
This screen also provides other miscellaneous account information.

Change your password by clicking the “Change Password” link.

FREQUENTLY ASKED QUESTIONS

What if I forget my password when attempting to log in?

1. Click the **“Forgot your password?”** link for MUNIS Self Service to send an e-mail message containing your password hint.
2. A screen will appear indicating an e-mail message containing your password hint has been sent.
3. From your e-mail Inbox, open the e-mail message from MUNIS Self Service.
4. If you remember your password, return to MUNIS Self Service and log in.
5. If you still do not remember your password, click the link provided in your e-mail message to reset your password.


From: NoReply@MUNIS.com [mailto:NoReply@MUNIS.com]
Sent: Tuesday, October 09, 2012 12:25 PM
To: Melissa Roach
Subject: Request Password Hint

As requested, here is your MUNIS Self Service password hint.

Password Hint: [there is no hint associated with your current password]

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

1) contact the site administrator, or

2) use the following link: http://sv125/MSSTest2/PasswordRegenerate.aspx?id=8X2rTHdUwH6BZjF6ovyekw==& to generate a new password.

6. By clicking the link, the Password Regeneration page appears.
7. Click **Submit** to confirm you want your password reset. A page will open indicating a temporary password has been sent to your e-mail address.
8. Open the e-mail message from MUNIS Self Service to receive your temporary password.
9. Return to MUNIS Self Service and log in using the temporary password for the password.

10. You will be prompted to change your password.
11. Enter the Temporary password as the Current Password, and then enter your new password and password hint. Remember the password must be at least 8 characters, alphanumeric with upper and lower case letters, and at least one special character such as @,#,$,%,*. Passwords cannot start with a special character
12. Click **Update**.
13. The prompt will indicate if your password was successfully reset.
14. Click **Continue**.

How secure is my personal information?

Your information is encrypted for privacy and will remain secure as long as you protect your password.

How often does my password expire?

Your password will expire every 3 months. You will be prompted to change your password at that time.

Who do I call if I have questions about my information?

The City Auditor's Office can answer your questions about using ESS or the information that is included on ESS.